Applying to CDC Funding Opportunities
Procurement and Grants Office (PGO)

This fact sheet provides an overview of the process for applying for Centers' for Disease Control and Prevention' (CDC) grant and cooperative agreement funding opportunities

CDC Funding Opportunities

CDC publishes all funding opportunity announcements on www.Grants.gov. You will not find CDC opportunities on any other website or in any publication. Funding opportunity announcements (FOAs) define the scope of the project and expected outcomes, applicant activities, and CDC activities. FOAs also provide the basis for monitoring performance.

There are three types of CDC funding opportunities: new research; new non-research; and continuations. Although new research and new non-research opportunities are accessible to all applicants, continuation opportunities are only accessible to grantees and NOT to new applicants. Please make sure to check the eligibility criteria within each funding opportunity announcement to determine if your organization is eligible to apply for a particular funding opportunity.

How to Find CDC Funding Opportunities

There are multiple ways to find CDC funding opportunities on www.Grants.gov. Two options include signing-up for alerts from www.Grants.gov or conducting a search on www.Grants.gov.

Signing-Up for Alerts

You can sign-up for alerts (e.g., e-mail notifications) based on your needs and interests. Alerts will allow you to be immediately notified when an opportunity is posted. Follow the steps below to sign-up for alerts:

1. Go to www.Grants.gov
2. Select "Find Grant Opportunities" on the left-hand side of the homepage under the heading "For Applicants"
3. Select "Subscriptions"
   - For general alerts about any and all U.S. federal opportunities
     a) Select "All Grants Notices"
   - For alerts regarding a particular announcement
     a) Obtain the funding opportunity announcement number
     b) Select "Notices Based on Funding Opportunity Number"
     c) Enter funding opportunity announcement number
   - For alerts regarding more specific criteria (e.g., CDC announcements only)
     a) Select "Notices Based on Advanced Criteria"
     b) Enter your e-mail address
     c) Leave the "Funding Opportunity Number" field blank
     d) For the "Category of Funding Activity" field select "Health"
     e) For the "Funding Instrument Type" field select "All Funding Instrument Types"
     f) For the "Eligible Applicants" field select either "All Eligible Types" or the listing that reflects your type of organization
     g) Leave the "CFDA Number" field blank
     h) For the "Agency" field select "Department of Health and Human Services"
     i) Click on "Select Sub Agencies" button which is to the right of the box
     j) Select both listings for "Centers for Disease Control and Prevention"

4. Click "Subscribe to Mailing List"

Conducting a Search

You can perform advanced searches on www.Grants.gov that allow you search for opportunities that are only being offered by CDC. You can also conduct a basic search with keyword, or search by funding category. Follow the steps below to conduct an advanced search for opportunities offered by CDC:

1. Go to www.Grants.gov
2. Select "Find Grant Opportunities" on the left-hand side of the homepage under the heading "For Applicants"
3. Select "Advanced Search"
4. Find "Search By Agency" field
5. Select "Department of Health and Human Services"
6. Click on "Select Sub Agencies"
7. Select both listings for "Centers for Disease Control and Prevention"
8. Leave all other fields blank or as they are
9. Click "Search"

How to Obtain Information on a Funding Opportunity Announcement

You can obtain information about the funding opportunity from the synopsis page of the announcement, the full announcement, and from e-mail notifications about changes to the funding opportunity.

Information on the Synopsis Page

Follow the steps below to obtain information about a funding opportunity from the synopsis page:

1. Select the funding opportunity from the search results
   - You will be taken to the synopsis page once you select an opportunity.
2. Note important details from the synopsis page, including...
   - Closing date (i.e., deadline to submit applications)
   - Number of awards expected
   - Eligible applicants (i.e., organizations who are eligible to apply for a particular funding opportunity)
   - Description of the opportunity

Information from the Full Announcement

Follow the steps below to obtain the full funding opportunity announcement:

1. Click "Full Announcement" near the top, center of the synopsis page
2. Download and save the full document(s) to your computer or a portable device so you can go back and read it any time
3. Read the Funding Opportunity Announcement carefully for details (e.g., eligibility, award information, etc.)
4. Note in Section VII that CDC contacts are provided (i.e., Grants Management Specialists and Project Officer) to answer any questions regarding the announcement

Information on Changes to the Funding Opportunity

You can sign-up to receive e-mail notifications for any changes made to only the synopsis or changes made to both the synopsis and the application. Follow the steps below to receive e-mail notifications for any changes made to ONLY the synopsis of the opportunity:

1. Click the link "send me change notification emails" in the second paragraph of the synopsis page
2. Enter your e-mail address
3. Click "Subscribe to Mailing List"

Follow the steps below to receive e-mail notifications for any changes made to the synopsis AND the application:

1. Click "Application" near the top, right of the synopsis page
2. Click "Download Instructions and Application" at the bottom, right of the application page
3. Enter your e-mail address twice
4. Ensure that the box is checked next to the statement "Would like to receive synopsis notifications as well?"
5. Click "Submit"

How to Apply for CDC Funding Opportunities on www.Grants.gov

Before writing your application, your organization should consider the following:

- Are we registered with www.Grants.gov?
    - If so, did we complete the entire process?
    - Is the information up-to-date?
    - Who in our organization should be involved with the registration concerns?
- Who will act as submitter of our application?
- What changes have occurred with our organization (e.g., new staff, address change, expansion, downsizing, etc.)?
- How much time do we have left to submit the application?
- If your organization is submitting a research application, is your organization registered with eRA Commons?

Registering Your Organization with www.Grants.gov

All organizations must register with www.Grants.gov prior to applying for any funding opportunities listed on the website. If your organization is already registered with www.Grants.gov make sure that your organization's information is up-to-date within all applicable systems, especially since registration with the System for Award Management (SAM) must be renewed each year.

If your organization is not registered with www.Grants.gov begin the process IMMEDIATELY since the entire process can take as long as four weeks to complete. You can register at any time and you do not have to wait until a funding opportunity is posted. Ensure that you assign personnel to oversee the registration process and that all organizational information is current and accurate. Follow the steps below to register your organization with www.Grants.gov:

1. Go to www.Grants.gov
2. Select "Get Registered" on the left-hand side of the homepage under the heading "For Applicants"
3. Select "Organization Registration"
4. Follow each step to ensure registration
    - Obtain a Data Universal Number System (DUNS) number
        a) Ensure that you have the following information available
            - Name of your organization
            - Organization address
            - Phone number of the organization
            - Name of the CEO/organization owner
            - Legal structure of the organization (e.g., corporation, partnership, proprietorship)
            - Year the organization started
            - Primary line of business
            - Total number of employees (i.e., full-time and part-time)
        b) Go to Dun & Bradstreet website: http://fedgov.dnb.com/webform/displayHomePage.do
        c) Click "Begin D-U-N-S Search/Request Process" and follow the instructions provided
            - You should be able to obtain a number within 1-2 business days
            - For any questions, contact 1-800-705-5711

- Register your organization with System for Award Management (SAM)
  - a) Ensure that you have the following information available
    - Employer Identification Number (EIN)
    - Legal business name
    - Annual revenue
    - NAICS code
    - SIC code
    - Tax Identification Number (TIN)
  - b) Go to SAM website: https://www.sam.gov/portal/public/SAM/
  - c) Click "Create User Account" button on the homepage
  - d) Provide the necessary information
  - e) Click "Register/Update Entity" button on the homepage
  - f) Enter your username and password
  - g) Click "Login" and follow the instructions to complete registration
    - Your registration should take 3-5 business days to process, unless your organization's EIN is not available and then it could take up to two weeks.
    - For help, check the SAM User Guide first and then contact the Federal Service Desk at 1-866-606-8220 or 1-334-206-7828.
- Register for a www.Grants.gov username and password
  - a) Ensure that your SAM registration is complete and active
  - b) Ensure that you have your organization's DUNS number
  - c) Select "Step 3: Username and Password" from the left-hand side of the homepage under the heading "For Applicants"
  - d) Click the link: https://apply07.grants.gov/apply/OrcRegister
  - e) Enter your organization's DUNS number
  - f) Click "Register"
  - g) Complete the online form
  - h) Your organization's E-Business POC will receive a notification, and then sign-in to review and assign the "Authorized Applicant" role to you
    - Your registration should be completed the same day, pending any delay from your organization's E-Business POC
    - To verify that your organization's E-Business POC has approved you as an Authorized Organizational Representative (AOR), go to: https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1

Registering Your Organization with eRA Commons

Electronic Research Administration (eRA) Commons is an online interface sponsored by the National Institutes of Health (NIH) where all Department of Health and Human Services' agencies, including CDC, can share information relating to research applications/grants. Registering with eRA Commons is ONLY required if an organization intends to submit research applications. Your organization's official who has the authority to sign legally binding documents for the organization (i.e., Signing Official) must complete the registration. Follow the steps below to register your organization with eRA Commons:

1. Go to https://public.era.nih.gov/commons/public/
2. Select "Register Grantee Organization" on the upper, right-hand side of the homepage
3. Ensure that you have your organization's DUNS number
4. Complete the online form
5. Click "Submit"
6. Print the registration page

7. Make any corrections to the printed registration page and have the Signing Official sign it
8. Fax the signed registration page to the number at the top of the registration page
9. Your organization's Signing Official will receive an e-mail notification from NIH to verify the information provided
10. Once verified, the Signing Official will receive a second e-mail notification with the organization's account information (i.e., user name and password)
    - For any questions, contact 1-866-504-9552

Completing and Submitting an Application

Prior to completing and submitting an application, you will need to find a CDC funding opportunity, obtain the funding opportunity announcement, and download the application package. Refer to "Conducting a Search" and "How to Obtain Information on a Funding Opportunity Announcement" for the step-by-step process to find a funding opportunity and obtain the announcement. Follow the steps below to download an application package whether or not the funding opportunity number is known:

How to Download an Application Package When a Funding Opportunity Number is Known

1. Go to www.Grants.gov
2. Select "Apply for Grants" on the left-hand side of the homepage under the heading "For Applicants"
3. Click "Step 1: Download a Grant Application Package"
4. Enter the funding opportunity number
5. Click "Download Package"

How to Download an Application Package When a Funding Opportunity Number is Unknown

1. Perform an advanced search
2. Select the funding opportunity from the search results
3. Click "Application" near the top, right of the synopsis page
4. Complete the requested information
5. Click "Submit"
6. Download and save the full document(s) to your computer or portable device so you can go back and finish it any time
    - Ensure that you DO NOT wait until you want to submit the application before downloading it to your computer to avoid encountering unfortunate circumstances (e.g., power outages, internet service disruptions, etc.)

Completing an Application

Once you have downloaded the application package review the required fields and note any questions that you have. Make sure to obtain answers for them well in advance of the deadline date from the agency contacts listed in the full funding opportunity announcement. Follow the steps below to complete a funding opportunity application:

1. Complete the highlighted (i.e., required) fields offline
2. Click "Save" to ensure that you are saving changes as you go
3. Ensure that key forms/documents are included in your application. The list below provides some examples of key forms/documents, refer to the application and announcement for a complete list:
    - Standard Form 424 – Application for Federal Assistance (for non-research funding opportunities)
    - Standard Form 424 R&R – Application for Federal Assistance (for research funding opportunities)
    - Standard Form 424A – Budget Information
    - Standard Form 424B – Assurances
    - Budget and Project Narrative
    - Budget Spreadsheet (for consolidated programs)
    - Debarment and Suspension Certification
    - Certification for Trafficking Victims Protection Act of 2000

4. Click "Check Package for Error"
    *   This will check your application for errors and blank required fields
5. Attach all required documents as PDF files

Submitting an Application Electronically Through www.Grants.gov

Application submissions are not accepted via mail (i.e., regular or express delivery), e-mail, fax, paper copy, CD, portable device, or other electronic device. All new research or non-research applications must be submitted electronically through www.Grants.gov. After you have completed your organization's application, follow the steps below to submit the application:

1. Click "Save" and save a back-up copy of the complete application to portable device or other location
2. Click "Save and Submit"
3. Enter your www.Grants.gov username and password
4. Complete the application verification and signature page, by selecting "Sign and Submit Application"
5. Print the confirmation screen that will appear once the application is uploaded
    *   The confirmation screen will provide you with a submission tracking number (i.e., Grant-----), and the date and time stamp of your submission.
6. Keep the print out for your records

After you submit your organization's application, the application will go through a validation process where it is check for electronic errors. The validation process is conducted by www.Grants.gov and can take up to 48 hours to complete. If any errors are identified, you must correct them and resubmit the application BEFORE the deadline date. Below is a list of some common errors:

*   Computer viruses
*   Bad file names (e.g., too long, special characters, etc.)
*   Invalid DUNS number
*   Expired SAM account
*   Passed deadline date
*   Incompatible software
*   Incorrect applicant type (i.e., individual vs. organization)

Your organization's application must pass the www.Grants.gov validation process and be provided to CDC from www.Grants.gov no later than the application deadline date and time to be considered a complete application and receive further review from CDC. You will receive a **Validation Status** notification from www.Grants.gov via e-mail to inform you either if the application passed and has been forwarded to CDC for retrieval, or if it contains errors that must be addressed prior to being accepted and forwarded to CDC. Print out the e-mail notification for your records and if any errors were identified, address them immediately. CDC WILL NOT BE NOTIFIED OF YOUR ORGANIZATION'S APPLICATION OR SUBMISSION ATTEMPT IF THE APPLICATION DOES NOT PASS THE VALIDATION PROCESS. Contact www.Grants.gov if you have not received the validation status notification two days after submission.

You will receive another notification from www.Grants.gov once CDC retrieves your organization's application. Print out the e-mail notification for your records. This e-mail is a guarantee that you provided your organization's application by the deadline date. In order to guarantee that you receive this notification, submit your organization's application early. You should allocate at least seven calendar days before the deadline date to submit the application and complete the validation process.

Tracking an Application

Tracking your organization's application is almost as important as submitting it correctly. It is important to retain the tracking number because it will be needed for tracking the progress of your organization's application after acceptance. There are two ways to track the progress of your organization's application within www.Grants.gov. The first will provide you with a quick overview of the status of your organization's application, including the date and time of submission, and the funding opportunity number. Follow the steps below to obtain a quick overview regarding the status of an application:

1. Go to www.Grants.gov
2. Select "Track My Application" on the left-hand side of the homepage under the heading "For Applicants"

3. Enter the submission tracking number provided to you from the confirmation screen
4. Click "Track"

The second option will also allow you to view the amount of funding requested, the files and attachments submitted with your organization's application, and identify the CDC tracking number. Follow the steps below to obtain a detailed overview regarding the status of an application:

1. Login to your www.Grants.gov account with your username and password
2. Click "Check My Application Status"
3. View the list of all of your submissions

How to Find and Apply for a CDC Continuation Funding Opportunity

Continuation opportunities are only accessible to grantees and not to new applicants. Grantees will need to obtain continuation funding opportunity announcements and applications from www.Grants.gov prior to submitting their organization's application.

Obtain Your Continuation Funding Opportunity Announcement

Follow the steps below to obtain your CDC continuation funding opportunity announcement:

1. Go to www.Grants.gov
2. Click "Apply for Grants" on the left-hand side of the homepage under the heading "For Applicants"
3. Select "Step 1. Download a Grant Application"
4. Enter the funding opportunity announcement number
   - It should be formatted similar to this example: CDC-RFA-GH12-120102CONT12
     - This number is always alpha-numeric (i.e., includes both numbers and letters)
     - Ensure the number begins with the prefix "CDC-RFA-"
     - This number includes the original FOA number (e.g., GH12-1201) followed by the budget year (e.g. 02 for year two)
     - Ensure the number ends with the continuation for a fiscal year (e.g., CONT12 is the continuation for fiscal year 2012)
5. Leave all other fields blank
6. Click "Download Package" button
7. Click "Full Announcement" near the top, center of the synopsis page
8. Download and save the full document(s) to your computer or a portable device so you can go back and read it any time
9. Read the Funding Opportunity Announcement carefully for details (e.g., eligibility, award information, etc.)
10. Ensure to note the contact information for the Grants Management Specialist and the Project Officer provided in the second paragraph
    - These individuals can answer any questions regarding the details of the continuation announcement.

Obtain Your Continuation Funding Opportunity Application

Follow the steps below to obtain your CDC continuation funding opportunity application:

1. Click "Application" near the top, right of the synopsis page of the continuation funding opportunity
2. Enter your e-mail address twice
3. Ensure that the box is checked next to the statement "Would like to receive synopsis notifications as well?"
4. Click "Submit"
5. Download and save the full document(s) to your computer or portable device so you can go back and finish it any time
   - Ensure that you DO NOT wait until you want to submit the application before downloading it to your computer to avoid encountering unfortunate circumstances (e.g., power outages, internet service disruptions, etc.)

Complete and Submit Your Continuation Funding Opportunity Application

Once you have downloaded the application package review the required fields and note any questions that you have. Make sure to obtain answers for them well in advance of the deadline date. Follow the steps below to complete a continuation funding opportunity application:

1. Complete the highlighted (i.e., required) fields offline
2. Click "Save" to ensure that you are saving changes as you go
3. Ensure that key forms/documents are included in your application. The list below provides some examples of key forms/documents, refer to the application and announcement for a complete list:
    - Standard Form 424 – Application for Federal Assistance (for non-research funding opportunities)
    - Standard Form 424 R&R – Application for Federal Assistance (for research funding opportunities)
    - Standard Form 424A – Budget Information
    - Standard Form 424B – Assurances
    - Budget and Project Narrative
    - Budget Spreadsheet (for consolidated programs)
    - Debarment and Suspension Certification
    - Certification for Trafficking Victims Protection Act of 2000
4. Click "Check Package for Error"
    - This will check your application for errors and blank required fields
5. Attach all required documents as PDF files
6. Click "Save" to save a back-up copy of the completed application to a portable device or other location

After the application is complete, refer to the announcement and application instructions for how to submit the application (i.e., www.Grants.gov or mail).

How to Handle Problems You May Encounter

When submitting and tracking your organization's application within www.Grants.gov system-related problems and/or user-related problems may occur. System-related problems are instances where a required, federal website or system does not respond or process actions, is under maintenance, or is defective. While user-related problems occur due to an applicant or grantee's technology, information provided, or use of the system(s) is incorrect. Examples of user-related problems include, but are not limited to:

- No account with www.Grants.gov
- Unapproved submitter for the organization
- Closing date passed
- Registration is incomplete
- Invalid DUNS number (e.g., AOR's DUNS number does not match the organization's DUNS number and/or the DUNS number on the application)
- Expired SAM account status
- Incompatible/outdated software
- Special characters found in file names (&,-,*,%,/,#,',--)

Below you will find a table which provides suggestions or preventive steps to take to if you encounter any of the problems listed:

Problem	Suggestion or Preventive Step
The confirmation screen has been up for a long time or I didn't get the confirmation screen.	The submission failed. • Resubmit and if possible from another computer/office/locations. Immediately contact www.Grants.gov directly (i.e., Phone: 1-800-518-4726 or 1-606-545-5035 or E-mail: support@gants.gov). • Inform them of the problem. • Note the call or e-mail case number. • If the submission remains unsuccessful, notify PGO and the Grants Management Specialist.
The website, link, system, or application package didn't work.	Inquire with that system for help. Immediately contact the system directly for help. • Document the incident. • Inform them of the problem. • Note the call or e-mail case number.
No one answered my question.	If your deadline is within 7 business days… • Document the unanswered question, • Submit your application, and • Send the question regarding the content of a funding opportunity announcement to the Grants Management Specialist for consideration.
www.Grants.gov didn't work, or lost, corrupted or changed my application.	Immediately contact www.Grants.gov directly (i.e., Phone: 1-800-518-4726 or 1-606-545-5035 or E-mail: support@gants.gov). • Inform them of the problem. • Note the call or e-mail case number. • If the submission remains unsuccessful, notify PGO and the Grants Management Specialist.
Severe weather or an unexpected event has prevented and disrupted submission (e.g., earthquake, flood, etc.)	Document severe weather forecasts (i.e., news sources, etc.) as appropriate. • Plan to have someone submit from a safe location. • Immediately inform the Project Officer, Grants Management Specialist, and PGO.
We missed the application workshop, seminar, or training.	Prepare questions you might have. • Contact the Project Officer or Grants Management Specialist to discuss questions well ahead of the deadline date. • Submit application in a timely manner.

Keys to Success

- Start as early as possible.
- Complete the entire registration process in advance of the application deadline date.
- Follow-up after each step to ensure the submitted information is correct, up-to-date, and moving forward successfully.
- Document every step in the application process.
  - Good documentation methods include taking screen shots, saving all e-mail correspondence, noting important information from telephone correspondence, and printing out web-pages or error messages.
- CDC understands that problems occur, but please don't wait to contact someone!! CDC can provide more assistance if there is time before the deadline.

- Contact the Grants Management Specialist or Project Officer listed in the funding opportunity announcement for questions pertaining to the announcement.
- Contact www.Grants.gov or CDC's Procurement and Grants Office (PGO) for questions pertaining to application submission.

Resources

CDC's Contact Information:

> Centers for Disease Control and Prevention
>
> Procurement and Grants Office
>
> Technical Information Management Section (TIMS)
>
> Phone: 770-488-2700
>
> E-mail: pgotim@cdc.gov
>
> Web: http://www.cdc.gov/od/pgo/funding/grants/grantmain.shtm

Grants.gov *Applicant Resources*, 2012, Available online at: http://www07.grants.gov/applicants/app_help_reso.jsp

Grants.gov *Applicant User Guide*, December 2012, Available online at: http://www.grants.gov/assets/GrantsGov_Applicant_UserGuide_R12.1.0_V2.1.pdf

System Award Management *User Guide*, January 2013, Available online at: https://www.sam.gov/sam/transcript/System_for_Award_Management.pdf

Acronyms, Abbreviations and Definitions

Business Day — Refers to the United States business week and typical work day hours (i.e., Monday – Friday, 9:00am – 5:00pm). Please make a note that the typical work day hours do not differentiate between time zones and an applicant must account for the fact that CDC is in the U.S. Eastern Standard Time Zone;

CDC — Centers for Disease Control and Prevention;

Deadline Date — Refers to the end of the time period when applications can be received for the particular funding opportunity. The term is used interchangeably with closing date. CDC no longer accepts applications after the date and time referenced in the funding opportunity announcement;

FOA — Funding Opportunity Announcement;

PGO — Procurement and Grants Office at CDC;

TIMS — Technical Information Management Section; The team within the Procurement and Grants Office (PGO) at CDC who answers calls or e-mails regarding applications, and retrieves applications from www.Grants.gov after the deadline date to process for review. TIMS is not www.Grants.gov.